

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, May 22, 2014

Members Present: Betty Curtis, Marie Imoh, Rex Marshall, Tricia Stiles, Kathy Tagnesi, Les Taylor, Patrick Wingfield

Members Absent: Nathaniel Prezzy

Staff/Guests: Georjean Coco (WDSS Asst. Director), Holly Day (Family Services Worker), Jaimi Lineberg (WDSS Family Service Supervisor), Vicki Whitmore (WDSS Benefits Supervisor), Sarah Wingfield (WDSS Family Service Supervisor), Connie Greer (WDSS Fiscal Assistant)

RECAP OF BOARD VOTES:

Motions:

Motion to Adopt Minutes of April 24, 2014 Advisory Board Meeting

Motion to adjourn Advisory Board Meeting

Action:

1st: Kathy Tagnesi

2nd: Betty Curtis

1st: Kathy Tagnesi

2nd: Betty Curtis

Status:

Approved

Unanimously

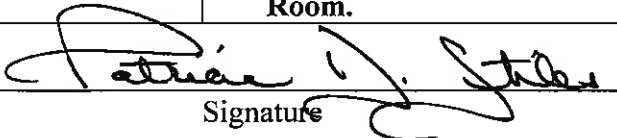
Approved

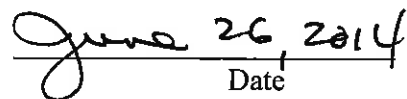
Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> The meeting was called to order at 4:05 pm by Tricia Stiles, Vice Chair 	<ul style="list-style-type: none"> Ms. Tagnesi motioned to approve the April 24, 2014 Meeting Minutes; Ms. Curtis seconded the motion. The motion was approved unanimously.
Announcements	<ul style="list-style-type: none"> Community Baby Shower Trauma Training Rotary Club Rummage Sale 	<ul style="list-style-type: none"> Baby care items being collected from June 1-16 at various collection locations. Advisory board members were invited to contribute. The Trauma Training event sponsored by City of Winchester DSS on May 20 at the Hampton Inn was very well-received by the community. Tricia Stiles shared that the Rotary Club is having a Rummage Sale at the Armory on June 7. Early Bird shoppers can pay \$10.00 to begin shopping at 7:00AM. Free admission begins at 8:00 AM. There will be house wares, clothing, furniture, toys, jewelry and proceeds benefit Faith in Action.
Staff Report	<ul style="list-style-type: none"> Management Team Report <ul style="list-style-type: none"> Benefits Team 	<ul style="list-style-type: none"> Ms. Whitmore reported that the Benefits Unit continues working with the new Medicaid System. They currently have an 87% disposition rate. The Unit is currently fully staffed resulting in more manageable case loads.

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	<ul style="list-style-type: none"> ○ Family Services Team ○ Administrative Services 	<ul style="list-style-type: none"> • Ms. Lineberg reported that a Family Services III worker has been hired and will start with the Agency soon. There is currently a city-wide hiring freeze. The Family Services unit continues to have 34 children in foster care. • No report
Committee Reports	<ul style="list-style-type: none"> • PR Committee Report 	<ul style="list-style-type: none"> • No report
Old Business	<ul style="list-style-type: none"> • Status of Member Recruitment • Winchester Local Profile Report 	<ul style="list-style-type: none"> • There is one (1) vacancy on the Board. Three (3) applications for open board positions throughout the City are currently being reviewed by City Council. • Ms. Coco reviewed the Winchester Local Profile Report.
New Business	<ul style="list-style-type: none"> • Adult Protective Services Overview 	<ul style="list-style-type: none"> • Ms. Day spoke about Adult Abuse Awareness month (May) and contrasted Child Protective Services and Adult Protective Services. Referral resources were distributed.
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be Thursday, June 26, 2014, 4:00 pm in the DSS Board Room. 	<ul style="list-style-type: none"> • Ms. Tagnesi motioned to adjourn the meeting at 4:50 pm. Ms. Curtis seconded; the motion passed unanimously.


Signature


Date

Attachments: Adult Protective Services Overview
City of Winchester Local Profile Report

Local Department of Social Services Profile Report, SFY 2013

Locality Name: Winchester

FIPS: 840

Region: Northern

Agency Level: ¹ II (Two) HR Policy: ² Jurisdiction-wide IT Support: ³ Full Advisory City Administrator

¹ Refers to the local agency's level or size, varying from I (one) to III (three), with III being the largest.

² The local department's HR policy either completely deviates from VDSS policies ("jurisdiction-wide"), does not vary ("Non-deviating"), or is a mix of VDSS and local policies ("Partial deviating").

³ Refers to the local agency's level of IT support from VDSS.

⁴ Refers to whether the local agency has an administrative or advisory board. For agencies with advisory boards, administrative entity is underlined.

Population, 2012	Winchester		Northern		Statewide	
	Count	Percent	Percent	Percent	Percent	
Total Population	26,881					
By Age						
Children (0-17 years)	6,141	23%	24%	23%		
Adults 18-64 years	16,895	63%	65%	64%		
Adult 65+ years	3,845	14%	10%	13%		
By Race/Ethnicity						
White	22,569	84%	75%	72%		
Black/African American	3,321	12%	13%	21%		
Other race	991	4%	12%	7%		
Hispanic/Latino	4,315	16%	14%	8%		

Source: Virginia Department of Health. Bridged race estimates come from the National Center for Health Statistics. "Other race" includes Asians, Hawaiians/Pacific Islanders, American Indians, and Alaskan Natives. Hispanic origin is not mutually exclusive of race.

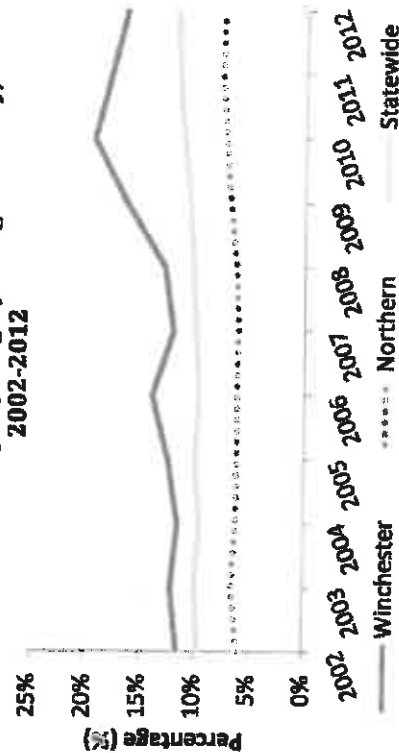
Poverty Rate (%)	Winchester		Northern		Statewide	
	All Ages	Children	All Ages	Children	All Ages	Children
2002	11.5%	16.4%	5.9%	7.5%	9.6%	12.5%
2003	12.1%	17.3%	6.5%	8.3%	9.9%	13.6%
2004	11.5%	15.0%	6.1%	7.6%	9.5%	12.2%
2005	12.4%	17.3%	6.1%	7.5%	10.0%	13.3%
2006	13.9%	16.8%	6.1%	6.9%	9.6%	12.3%
2007	12.0%	16.6%	6.0%	7.2%	9.9%	12.9%
2008	12.8%	18.1%	6.2%	7.8%	10.2%	13.6%
2009	16.3%	22.2%	6.8%	8.6%	10.6%	14.0%
2010	19.3%	24.7%	7.2%	9.0%	11.1%	14.6%
2011	17.8%	23.6%	7.6%	9.9%	11.6%	15.6%
2012	16.4%	22.5%	7.5%	9.6%	11.8%	15.5%

Source: U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE).

4,257	Number of People (All Ages) living in Poverty in locality
16%	Percent of People (All Ages) living in Poverty in locality
1,343	Number of Children (< 18 years) living in Poverty in locality
23%	Percent of Children (< 18 years) living in Poverty in locality

Source: US Census Bureau, Small Area Income and Poverty Estimates (SAIPE). Estimates are for 2012.

Percentage of People (All Ages) Living in Poverty, 2002-2012



Source: U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE).

Local Department of Social Services Profile Report, SFY 2013

Locality Name: **Winchester**

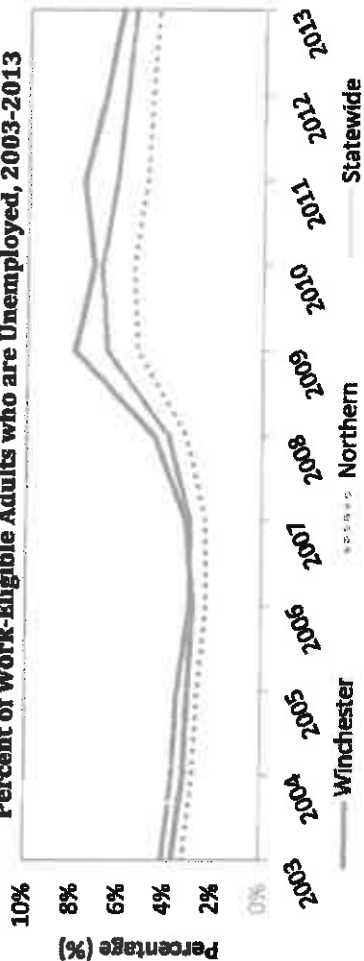
FIPS: 040

Region: **Northern**

Unemployment	Winchester		Northern		Statewide	
	Count	Rate (%)	Count	Rate (%)	Count	Rate (%)
2003	13,505	3.7%		3.2%		4.1%
2004	13,822	3.2%		2.8%		3.7%
2005	13,876	3.1%		2.7%		3.5%
2006	14,327	2.9%		2.3%		3.0%
2007	14,427	3.2%		2.4%		3.0%
2008	14,345	4.5%		3.2%		3.9%
2009	14,400	8.0%		5.3%		6.7%
2010	14,450	7.2%		5.5%		6.9%
2011	14,715	7.7%		4.9%		6.2%
2012	14,468	6.8%		4.7%		5.9%
2013	14,908	6.1%		4.5%		5.5%

Source: Virginia Employment Commission. Rates are not seasonally adjusted.

Percent of Work-Eligible Adults who are Unemployed, 2003-2013



Source: Virginia Employment Commission. Rates are for each calendar year. Rates are not seasonally adjusted.

Local Department of Social Services Profile Report, SFY 2013

Locality Name: **Winchester** PPS: **840** Region: **Northern**

Public Assistance Recipients (June 2013)	Total	By Age Group			By Race/Ethnicity		
		0-17 years	18-64 years	65+ years	White	Black	Hispanic
Number of Clients							
SNAP	5,456	2,428	2,825	203	3,504	1,000	952
Medicaid ¹	4,839	3,328	1,154	357	2,129	791	473
TANF	321	212	108	1	188	99	34
							57

Sources: VDSS, Data Warehouse, SFY ADAPT Client Analysis (SNAP, TANF); MMIS Active Enrollee Analysis (Medicaid). "Other race" includes clients who are Asian/Pacific Islander, American Indian/Alaskan Native, multi-racial, or who have missing race information. Race and Hispanic origin are mutually exclusive categories in the Medicaid count. ¹ Excludes clients enrolled in state mental health facilities.

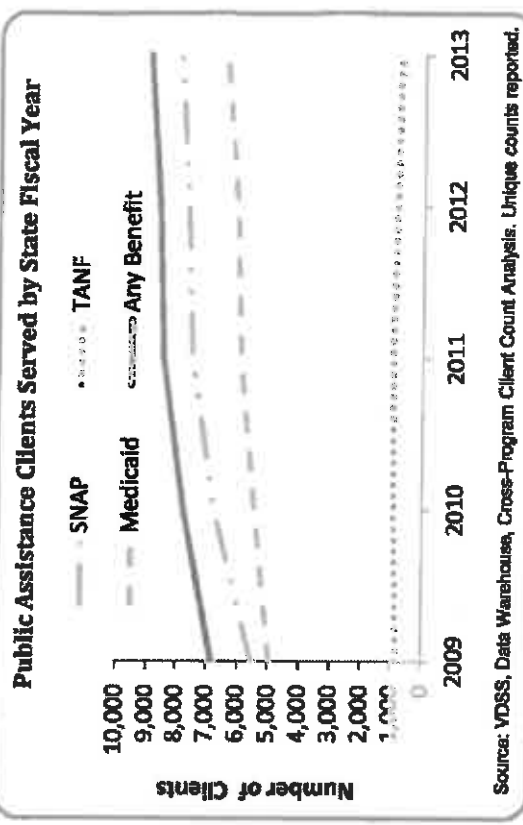
Public Assistance Clients Served by State Fiscal Year	Number of Clients		
	SNAP	TANF	Any Benefit Program
2009	5,542	833	6,825
2010	6,778	933	7,772
2011	7,510	977	8,479
2012	7,691	888	8,632
2013	7,963	782	8,978

Source: VDSS, Data Warehouse, Cross-Program Client Count Analysis. Unique client counts only. ¹ Medicaid count excludes clients enrolled in state mental health facilities.

Child Welfare Recipients, SFY 2013	Total Recipients	Children (0-17 years)		
		White	Black	Other
Children in CPS referrals	802	653	220	4
Children in foster care (at end of year)	22	11	2	0
Receiving adoption assistance	39	26	7	6

Sources: Division of Family Services, VCWOR/OASIS reports. Note: "Receiving Adoption Assistance" is the number of children who are receiving adoption services as of 3/1/2014.

Adult Services Recipients, SFY 2013	Total Recipients	Race/Ethnicity		
		White	Black	Other
Adult Protective Services Reports	15	11	1	3
Adult Services Adult Protective Services (ASAPS) system (data as of 10/1/2013). "NA" = not available.				



Local Department of Social Services Profile Report, SFY 2013

Locality Name: Winchester

Region: Northern

PIPS: 840

Social Services Spending in Locality by Funding Source, SFY 2013



Administrative Costs as a Percent of Total Spending in Locality, SFY 2013



Source: LASER, annual financial reports.
* Includes services purchased for clients.

Total Social Services Spending, SFY 2013				
Administrative costs	Federal	State	Local	Total
Eligibility staff and operations	\$583,464	\$242,385	\$361,199	\$1,187,048
Services staff and operations	\$667,151	\$244,694	\$805,790	\$1,717,636
Other expenses	\$52,875	\$0	\$52,875	\$105,751
Total administrative costs	\$1,303,490	\$487,079	\$1,219,865	\$3,010,434
<i>Admin costs as percent of total</i>	<i>6%</i>	<i>3%</i>	<i>61%</i>	<i>7%</i>
Services purchased for clients	\$90,646	\$45,613	\$49,409	\$185,669
<i>Services as a percent of total</i>	<i>0.4%</i>	<i>0.3%</i>	<i>2.5%</i>	<i>0.5%</i>
Client Benefits Spending				
Medicaid & PAMIS	\$13,949,342	\$13,515,340	\$64,586	\$27,529,268
SNAP	\$7,190,326	\$0	\$0	\$7,190,326
Energy Assistance	\$210,951	\$0	\$0	\$210,951
Foster care and adoption	\$280,314	\$1,208,082	\$633,252	\$2,121,648
TANF	\$199,835	\$200,232	-\$102	\$399,965
Child Care	\$269,931	\$143,613	\$0	\$413,544
Other Benefits	\$0	\$123,956	\$37,204	\$161,160
Total client benefits spending	\$22,100,698	\$15,191,223	\$734,940	\$38,026,861
<i>Benefits as a percent of total</i>	<i>94%</i>	<i>97%</i>	<i>37%</i>	<i>92%</i>
Total Social Services Spending	\$23,494,834	\$15,723,915	\$2,004,215	\$41,222,964
Percent by funding source	57%	38%	5%	100%

Source: VDSS, LASER, annual financial statements.

Total amount spent on Social Services in the locality (SFY 2013)

\$41,222,964

Total amount spent on Social Services contributed by the locality (SFY 2013)

\$2,004,215

Social Services Staffing (as of 10/3/2013)				
	Direct	Indirect	NER	% of Total Positions
Number of Filled Positions	30	13	0	89.6%
Number of Unfilled Positions	2	2	1	10.4%
Total Number of Positions	32	15	1	100.0%
Percent of Positions Unfilled	6%	13%	100%	
Pct. of Positions Unfilled-Statewide	20%	17%	29%	

Source: LETS, Position Reimbursement And Status Report (as of 10/1/2013). Refers to number of positions regardless of

Local Department of Social Services Profile Report, SFY 2013

Locality Name:

Winchester

FIPS: 840

Region: Northern

percent of time assigned. Invalid filled positions are excluded. NER= Not eligible for reimbursement.

Key differences between APS & CPS

- APS workers cannot take an adult into custody.
- APS can only investigate if the adult continues to be at risk—we cannot investigate reports of past abuse or neglect if the adult is now safe.
- APS is service oriented only, and has no punitive authority—no central registry for abusers / neglectors.
- APS cannot force a competent adult to accept services against his or her wishes.

APS can:

- Intervene to stop abuse, neglect, or exploitation.
- Refer a case for criminal investigation.
- Refer a case for regulatory agency investigation.
- Provide services to enhance a victim's safety.
- Strengthen support systems.
- Assist with legal intervention, such as guardianship.
- Obtain emergency, medical, or protective orders.
- Provide a variety of services geared toward the specific needs of each individual client.

APS validity:

A report must meet specific criteria to be valid for APS investigation:

- Must involve a living, identifiable victim.
- Victim must be over 60 years of age, or over 18 and incapacitated.
- Circumstances reported must meet definition for abuse, neglect, or exploitation.

Adult Abuse, Neglect, & Exploitation

- Abuse: the willful infliction of physical pain, injury, or mental anguish or unreasonable confinement of an adult. Sexual abuse of an adult can also be investigated by APS.
- Neglect: the adult is living under such circumstances that he is not able to provide for himself or is not being provided services necessary to maintain his physical and mental health and that the failure to receive such necessary services impairs or threatens to impair his well-being. This can include neglect by caregivers, or self-neglect.
- Exploitation: the illegal use of an incapacitated adult or his resources for another's profit or advantage. This does not include a competent individual knowingly and willingly giving resources to another person against the wishes of his/her family.

Key points of APS:

- Sometimes the APS worker must advocate for the individual's right to make his / her own choices, even if others—including the APS worker—disagree with the adult's decisions.
- EVERY adult, regardless of age or disability, has the right to make his or her own decisions unless her or she delegates that responsibility voluntarily, or unless the court grants that responsibility to another individual.
- The least restrictive and least intrusive intervention necessary to protect the adult and stabilize the situation is the most appropriate.
- Legal action is considered only after all other alternatives have been explored, and then only the least restrictive means of intervention is to be used.

What can Adult Services do?

- Arrange for in-home care for clients who meet criteria for those services
- Advocate for the client with other service providers, family, community, etc.
- Provide case management services
- Help the client to access available services in the community, such as nutrition services, transportation, home repair, medical care, etc.
- Help arrange for placement in a nursing home or assisted living facility if that is the client's choice
- Strengthen family and community supports for the individual



DEPARTMENT OF SOCIAL
SERVICES
ADVISORY BOARD

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Winchester, VA 22601
540-662-3807
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I, Patricia Stiles, Vice Chair for the Department of Social Services Advisory Board of the City of Winchester, hereby certify on this 26th day of June 2014 that the following Resolution is a true and exact copy of one and the same adopted by the Department of Social Services Advisory Board of the City of Winchester, assembled in regular session on the 26th day of June 2014.

RESOLUTION

WHEREAS, the Department of Social Services Advisory Board of the City of Winchester, Virginia (the "Board"), finds it desirable to establish a schedule of its Regular Meetings for the period beginning July 1, 2014, and concluding June 30, 2015; and

WHEREAS, Section 15.2-1416 of the Code of Virginia, 1950, as amended, allows the said Board to also establish a schedule of alternate dates for each of said Regular Meetings so that in the event the Chair (or Vice-Chair, in the absence of the Chair) declares that weather or other conditions are such that it is hazardous for the members to attend a scheduled Regular Meeting, then all hearings and other matters shall be conducted at the continued meeting with no further advertisement required.

NOW THEREFORE, BE IT RESOLVED that all meetings hereinafter described shall be conducted in the Board Room at 24 Baker Street, Winchester, Virginia, beginning at 4:00 P.M. for the Regular Meeting; and

BE IT FURTHER RESOLVED that the following schedule of Regular Meetings is, hereby, adopted with the alternate or continued date appearing in parenthesis beside the date for each Regular Meeting:

Schedule of Regular Meetings

July 24, 2014	(July 31, 2014)
September 25, 2014	(October 2, 2014)
November 20, 2014	(December 4, 2014)
January 22, 2015	(January 29, 2015)
March 26, 2015	(April 2, 2015)
May 28, 2015	(June 4, 2015)

BE IT FURTHER RESOLVED that all advertisements for Public Hearings should reflect the alternate date.

Resolution No. 2015-01.

ADOPTED by the Department of Social Services Advisory Board of the City of Winchester on the 26th day of June 2014.

Witness my hand,

*Patricia Stiles
Vice Chair, Department of Social Services
Advisory Board of the City of Winchester*